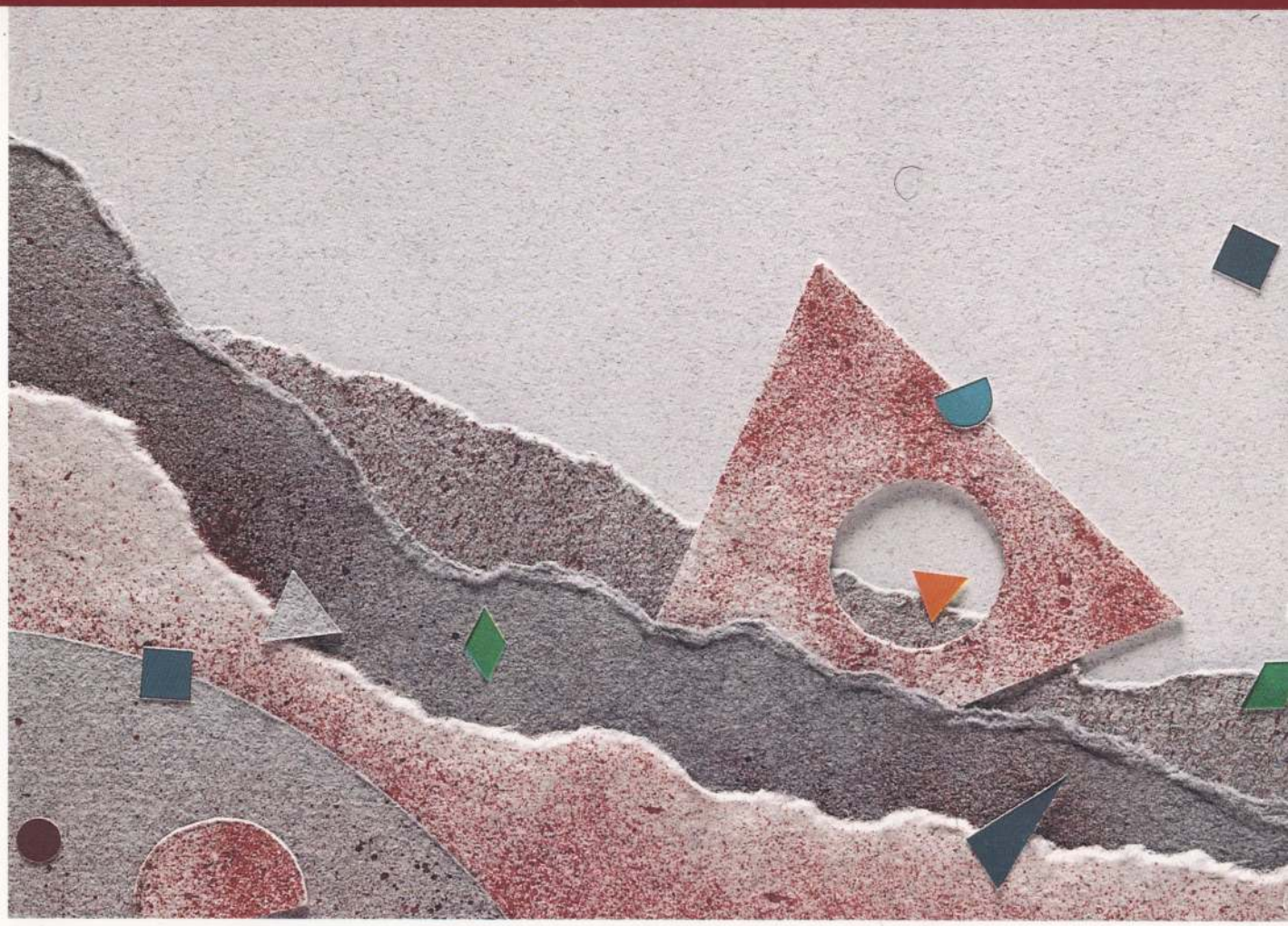
An Idea Book

Microsoft® Word Sampler



Microsoft®

Microsoft® Word Sampler

Microsoft® Word
Document Processing Program
Version 4.0
for the Apple® Macintosh®

Microsoft Corporation

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Introducing...

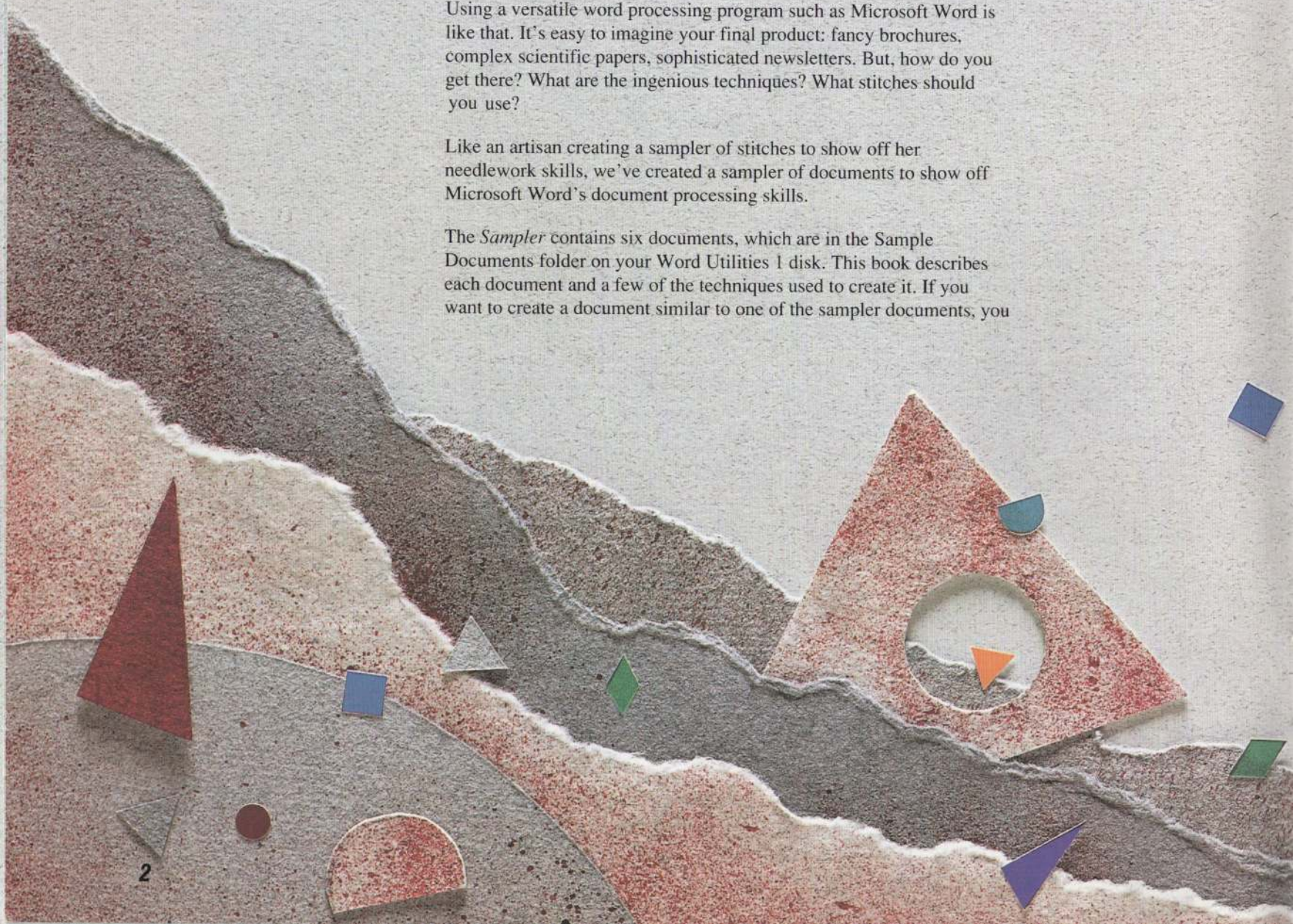
...the *Microsoft Word Sampler*.

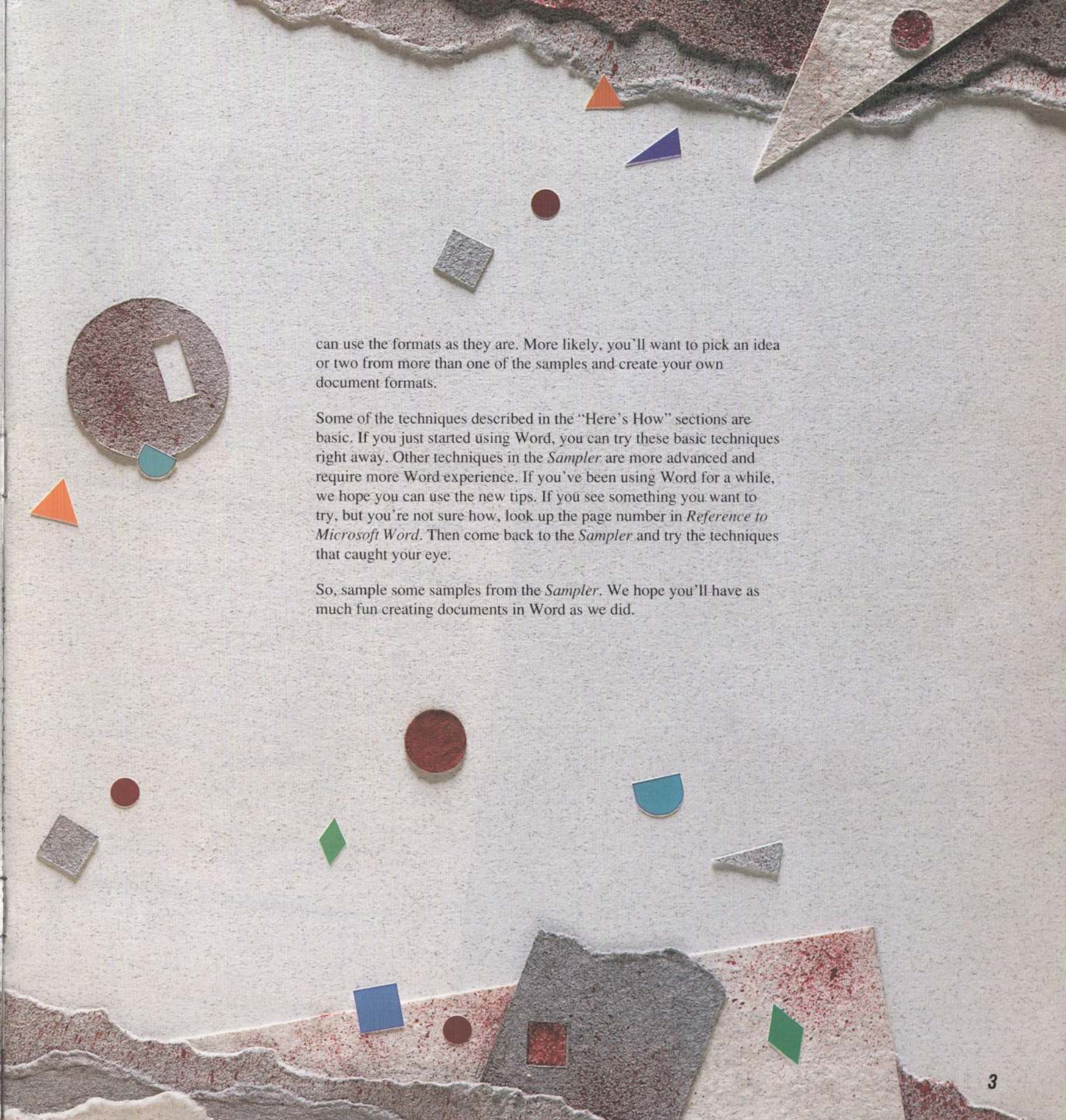
Have you ever visited an antique shop or art fair and noticed a beautiful tapestry with varied patterns of thread and intricate stitches? When you step back from the piece, you notice only the overall picture. But, when you look closely, you can see the individual shapes and colors of the stitches.

Using a versatile word processing program such as Microsoft Word is like that. It's easy to imagine your final product: fancy brochures, complex scientific papers, sophisticated newsletters. But, how do you get there? What are the ingenious techniques? What stitches should you use?

Like an artisan creating a sampler of stitches to show off her needlework skills, we've created a sampler of documents to show off Microsoft Word's document processing skills.

The *Sampler* contains six documents, which are in the Sample Documents folder on your Word Utilities 1 disk. This book describes each document and a few of the techniques used to create it. If you want to create a document similar to one of the sampler documents, you





can use the formats as they are. More likely, you'll want to pick an idea or two from more than one of the samples and create your own document formats.

Some of the techniques described in the "Here's How" sections are basic. If you just started using Word, you can try these basic techniques right away. Other techniques in the *Sampler* are more advanced and require more Word experience. If you've been using Word for a while, we hope you can use the new tips. If you see something you want to try, but you're not sure how, look up the page number in *Reference to Microsoft Word*. Then come back to the *Sampler* and try the techniques that caught your eye.

So, sample some samples from the *Sampler*. We hope you'll have as much fun creating documents in Word as we did.

Publish a Book

We did!

Microsoft Word manuals are produced using Microsoft Word. It not only makes good sense; it makes great books.

To create these books, our User Education department needs a word processor that can handle large projects. Projects with lots of files. Lots of formats. Lots of folks. Lots to do and little time to do it.

In general, here's how we do it. First, our designers create a design suited for Word's formatting capabilities. Then, people in production define styles to make the formatting automatic. Next, as they write, writers apply these styles to individual sections. Our editors then rewrite and refine while an indexer adds index entries. An art coordinator creates graphics, and then our paste-up artist pulls them into the document. Documentation assistants refine the design (simply by changing style definitions) and finalize page breaks in page view. Finally, a production coordinator does a final check in print preview. Once through the typesetter, the books are off to the printer.

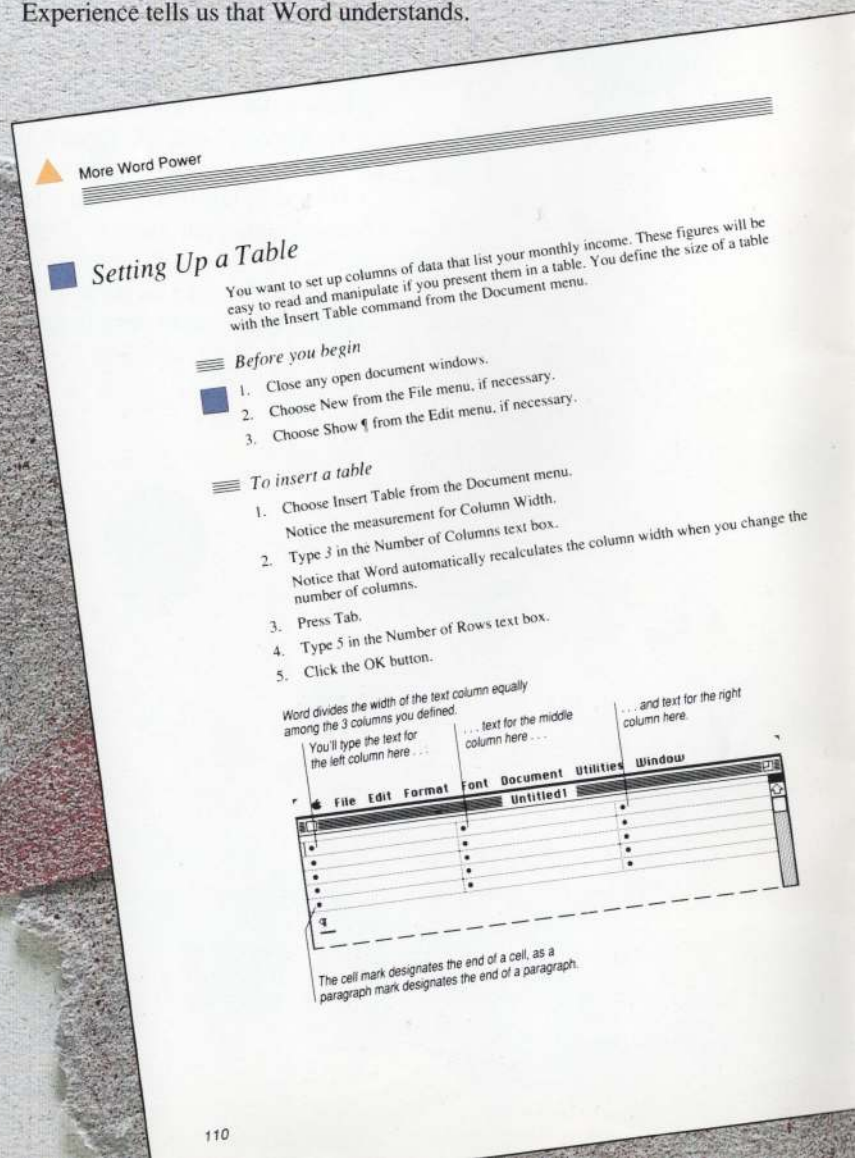
Whether you're producing ten pages or a thousand, employing a staff of one or one hundred, you need a word processor that understands publishing.

Experience tells us that Word understands.

Here's How

Automatic Formatting

Format your manual using styles. Assign a style for each element — headings, procedure lists, artwork. Then, apply the styles as you write. Later, if you have to change a format, you simply change the style definition to instantly change every paragraph with that style. (Page 341)



More Word Power

Setting Up a Table

You want to set up columns of data that list your monthly income. These figures will be easy to read and manipulate if you present them in a table. You define the size of a table with the Insert Table command from the Document menu.

Before you begin

1. Close any open document windows.
2. Choose New from the File menu, if necessary.
3. Choose Show ¶ from the Edit menu, if necessary.

To insert a table

1. Choose Insert Table from the Document menu.
   Notice the measurement for Column Width.
2. Type *3* in the Number of Columns text box.
   Notice that Word automatically recalculates the column width when you change the number of columns.
3. Press Tab.
4. Type 5 in the Number of Rows text box.
5. Click the OK button.

Word divides the width of the text column equally among the 3 columns you defined.

You'll type the text for the left column here . . .

. . . text for the middle column here . . .

. . . and text for the right column here.

File Edit Format Font Document Utilities Window

Untitled1

The cell mark designates the end of a cell, as a paragraph mark designates the end of a paragraph.

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Graphics and Text Together

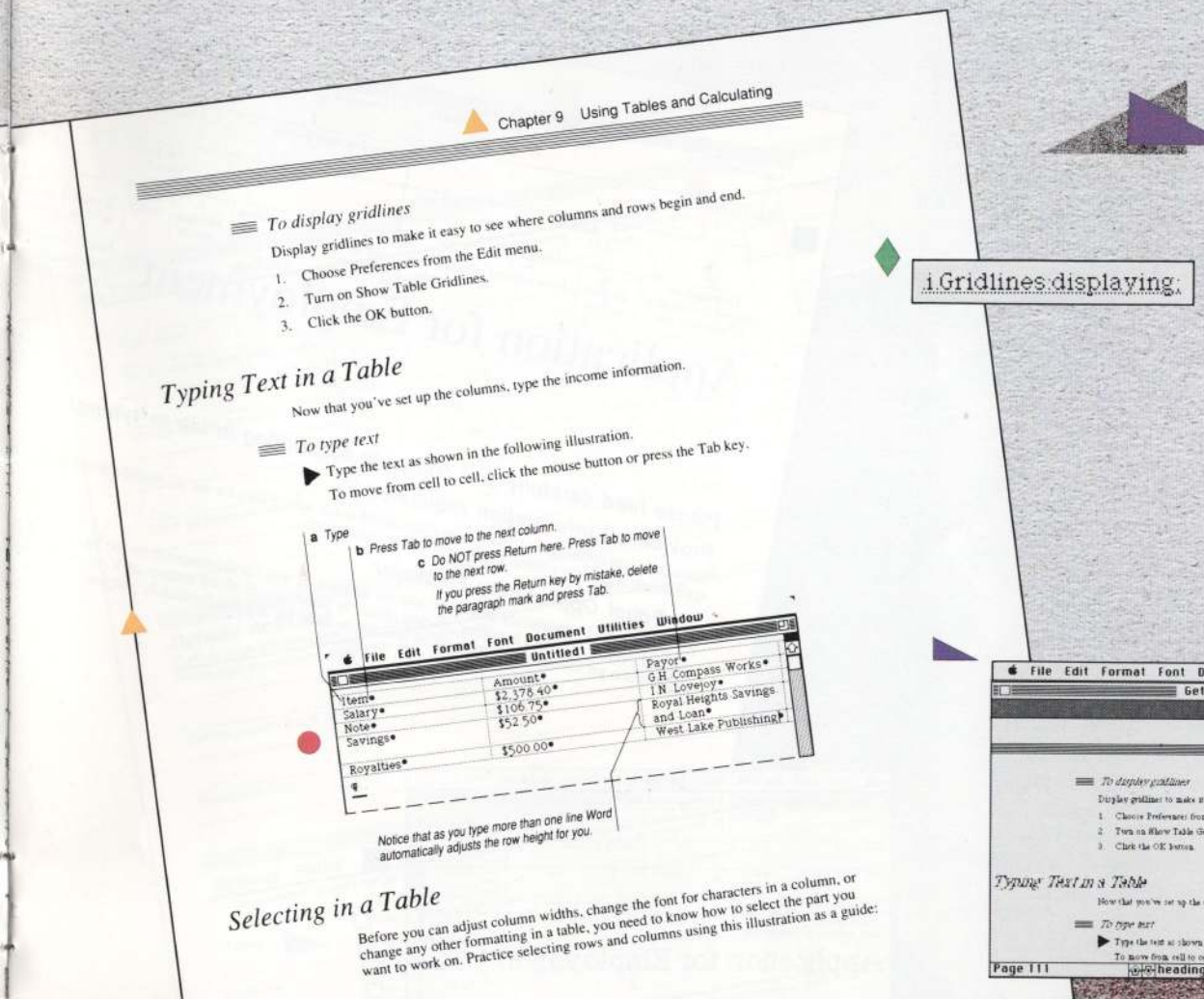
Paste a graphic into your Word document. Using the Position command, you can add text onto the graphic. If you need to change the graphic, use QuickSwitch to move it into a graphics program such as SuperPaint. Then revise the graphic, and quickly move it back into Word. (Page 114)

Binding Facing Pages

Add extra space at the gutter to leave room for binding. Create one header for even pages and one for odd pages. If you want facing page layouts to mirror one another, Word can do that too. (Page 181)

Automatic Indexing

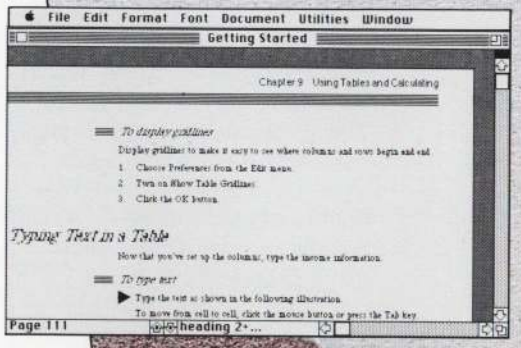
Create index entries using the Insert Index Entry command. Word formats entry codes as hidden text, so they don't interfere with formatting. When your document is finished, choose the Index command and Word compiles the index and adds page numbers for you. (Page 134)


Chapter 9 Using Tables and Calculating
To display gridlines
Display gridlines to make it easy to see where columns and rows begin and end.
1. Choose Preferences from the Edit menu.
2. Turn on Show Table Gridlines.
3. Click the OK button.
Typing Text in a Table
Now that you've set up the columns, type the income information.
To type text
Type the text as shown in the following illustration.
To move from cell to cell, click the mouse button or press the Tab key.
a Type
b Press Tab to move to the next column.
c Do NOT press Return here. Press Tab to move to the next row.
If you press the Return key by mistake, delete the paragraph mark and press Tab.
File Edit Format Font Document Utilities Window
Untitled1
Item
Salary
Note
Savings
Royalties
Amount
$2,378.40
$106.75
$52.50
$500.00
Payor
G H Compass Works
I N Lovejoy
Royal Heights Savings and Loan
West Lake Publishing
Notice that as you type more than one line Word automatically adjusts the row height for you.
Selecting in a Table
Before you can adjust column widths, change the font for characters in a column, or change any other formatting in a table, you need to know how to select the part you want to work on. Practice selecting rows and columns using this illustration as a guide:
111

Gridlines displaying

Editing in Page View

It's frustrating to accommodate last-minute changes after formatting is finished and page breaks are right where you want them. You can turn on Background Repagination and change the text in page view where you see actual-size, formatted pages. Then, reprint only those pages that have new page breaks. You might make that deadline after all. (Page 258)

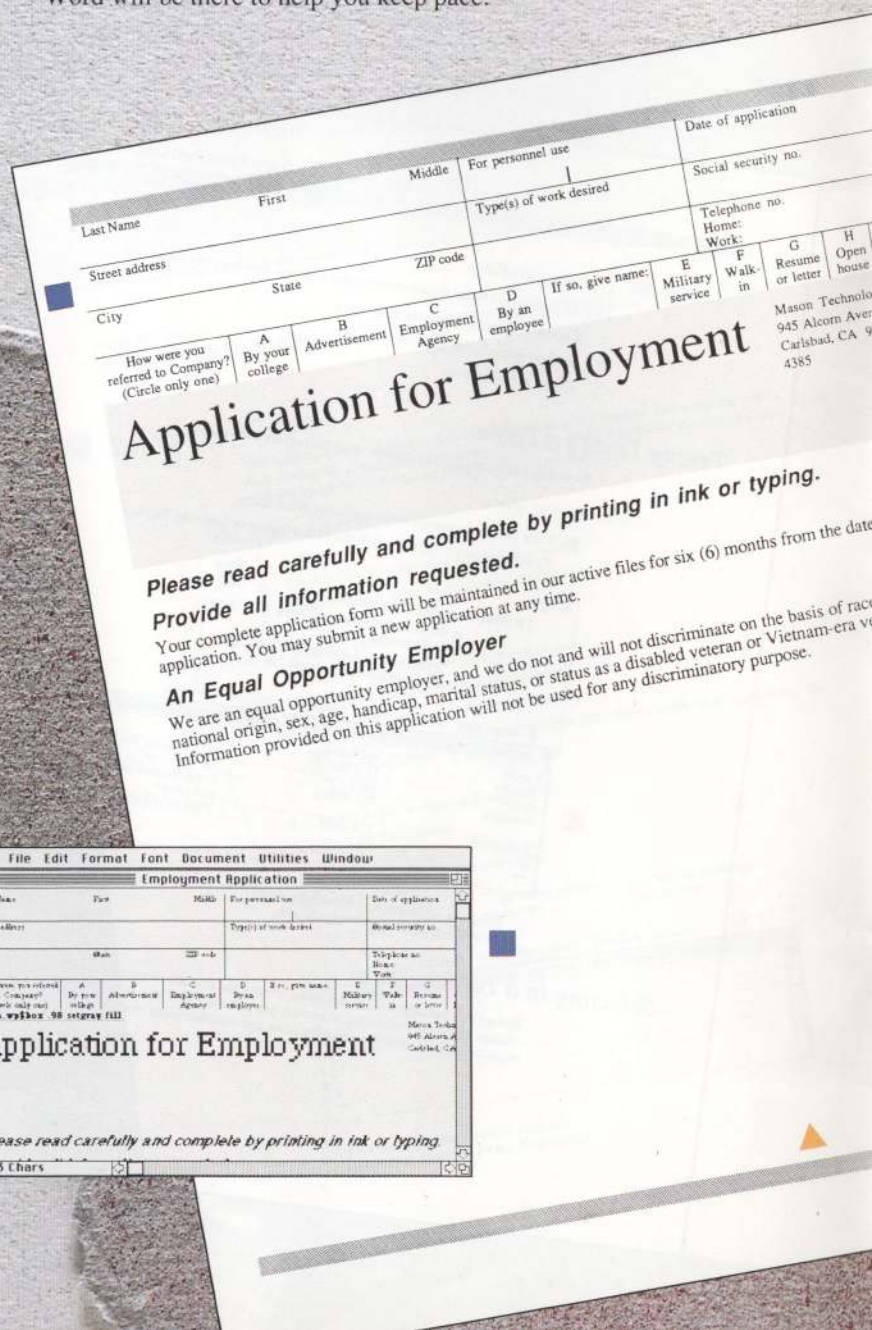


Design a Form

Your company is growing fast. You have more employees, more products, more customers. Success is sweet, but to keep pace you need to get better organized. Shouting across the hall no longer accomplishes what it used to. And scribbling prospective employees' phone numbers on your desk blotter is just no longer practical.

For example, a spiffy job application form will not only give you the information you need to hire good people, it will give applicants a good impression of your company. With Word's Insert Table command, you can create application forms, purchase orders, expense reports, questionnaires — any type of form you need to help keep your business running smoothly. You can stop wasting time with prefabricated forms that don't have quite the right categories. And, you can stop spending money on custom-designed forms that become obsolete the minute your procedures change.

With Word, you can create forms with the exact information you need. If your business keeps growing, Word will be there to help you keep pace.



Here's How

Fancy Tables

Create a table with varying numbers of columns. Here the top rows have 3 columns, the middle row has 11, and the bottom row has 2. To do this, you create three separate tables. When there are no paragraph marks between the tables, Word views them as one large table. This means that you can format and add borders to cells all at once. Use the table scale on the ruler to adjust column boundaries where you want them. (Pages 362, 371)

Titles that Span Columns

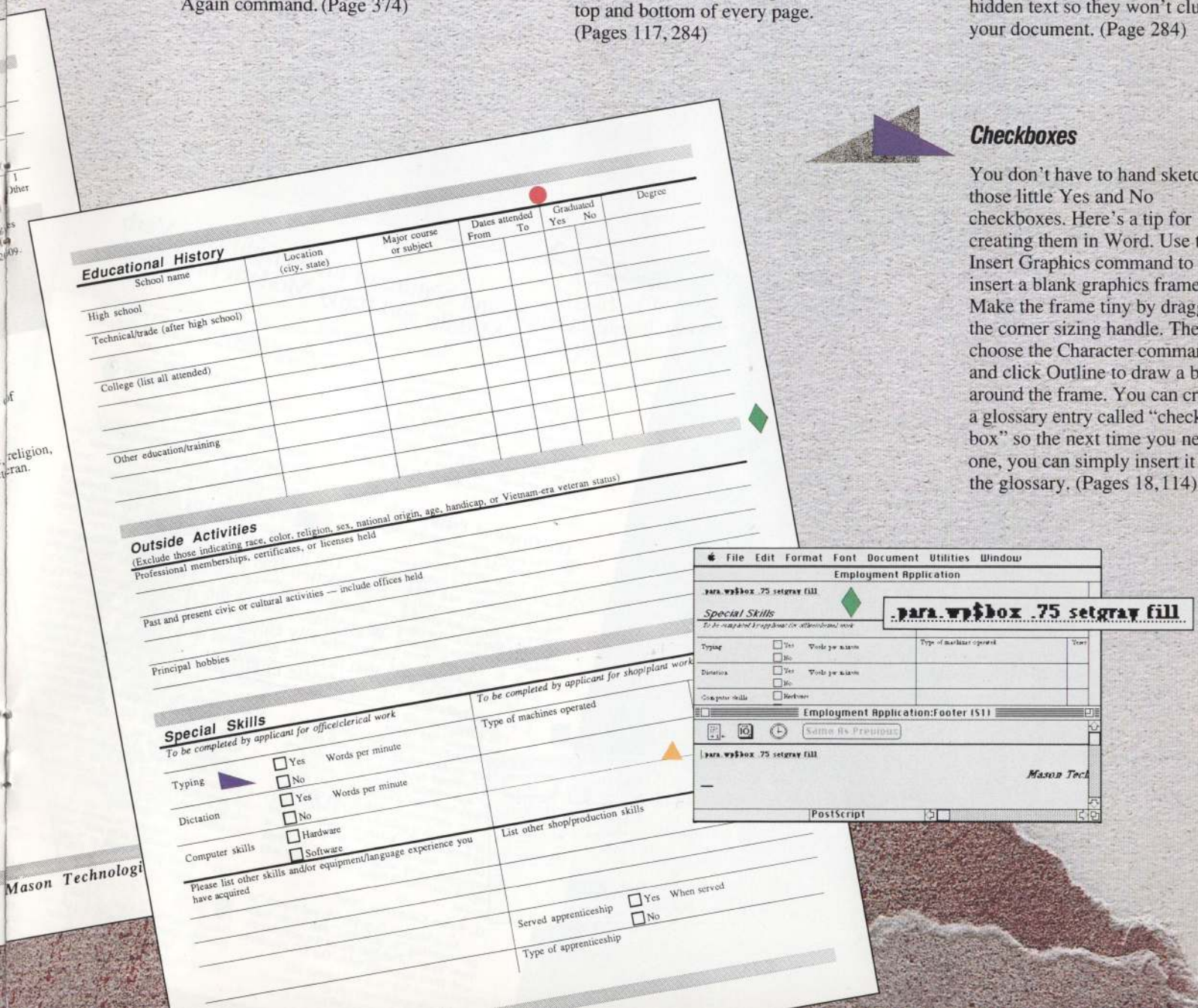
You can insert a title that spans two or more columns. Use the Table command and click Merge Cells to combine two or more cells into one. This gives you enough room to type a long title across columns. If you need to merge other cells, you can repeat what you just did using the Again command. (Page 374)

Decorative Headers and Footers

In addition to using headers and footers for text, dates, or page numbers, use them for graphics or fancy borders. Insert a graphic or enter PostScript commands as hidden text into the header and footer windows. Your design will dress up the top and bottom of every page. (Pages 117, 284)

PostScript Commands

Jazz up your form by drawing boxes, rules, and special effects with PostScript. You don't have to be a programmer to add special touches such as these shaded horizontal rules. Type the commands in your document and apply the style "PostScript." Word formats the commands as hidden text so they won't clutter your document. (Page 284)



Checkboxes

You don't have to hand sketch those little Yes and No checkboxes. Here's a tip for creating them in Word. Use the Insert Graphics command to insert a blank graphics frame. Make the frame tiny by dragging the corner sizing handle. Then choose the Character command and click Outline to draw a box around the frame. You can create a glossary entry called "check box" so the next time you need one, you can simply insert it from the glossary. (Pages 18, 114)

Write a Journal Article

A master's degree in linguistics: it's something you've coveted since a freshman lecture series on Chaucer and Middle English poetry. Six years and 192 credit hours later, you're almost there. You've done the research and you're ready to write your dissertation; it's the last and highest hurdle.

The department head suggests you submit your final paper for publication in a prominent academic journal. She gives you the name of a professional typing service on campus that produces the complex symbols and formats you'll need. "Thanks," you say, "but that won't be necessary. I have Microsoft Word at home."

Whether you're submitting an article for publication, producing a scientific journal, or writing a term paper for school, appearances matter. You might not be the foremost authority on your topic, but don't let your paper's lack of luster make you look like an amateur.

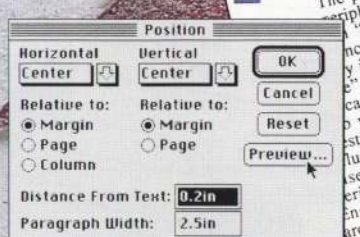
Word is smart enough to insert footnotes at the bottom of the page, draw formulas, and print multiple columns.

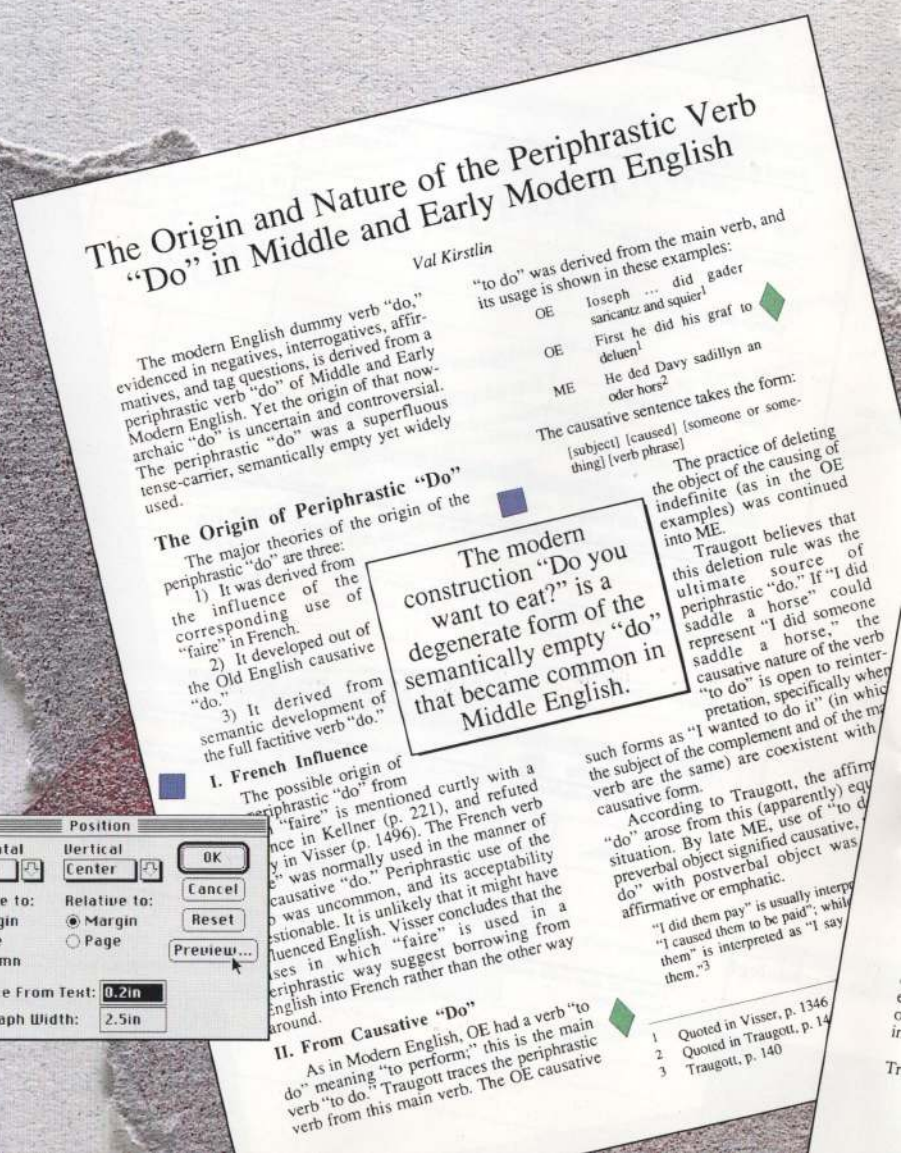
You come up with the facts and Word will do the rest.

Here's How

Paragraph Positioning

Use the Position command to put a paragraph (or a graphic) exactly where you want it on the page. Text then will flow around it. Select a position or type horizontal and vertical measurements from the page edge, the margins, or a column of text. Then, add the white space you need between the paragraph and surrounding text. After you specify the dimensions you want, click the Preview button to check the layout in print preview. (Pages 279, 297)




The Origin and Nature of the Periphrastic Verb "Do" in Middle and Early Modern English

Val Kirstlin

The modern English dummy verb "do," evidenced in negatives, interrogatives, affirmatives, and tag questions, is derived from a periphrastic verb "do" of Middle and Early Modern English. Yet the origin of that now-archaic "do" is uncertain and controversial. The periphrastic "do" was a superfluous tense-carrier, semantically empty yet widely used.

"to do" was derived from the main verb, and its usage is shown in these examples:

OE Ioseph ... did gader saricantz and squier[1]

OE First he did his graf to deluen[1]

ME He ded Davy sadillyn an oder hors[2]

The causative sentence takes the form: [subject] [caused] [someone or something] [verb phrase]

The Origin of Periphrastic "Do"

The major theories of the origin of the periphrastic "do" are three:

1) It was derived from the influence of the corresponding use of "faire" in French.

2) It developed out of the Old English causative "do."

3) It derived from semantic development of the full factitive verb "do."

The modern construction "Do you want to eat?" is a degenerate form of the semantically empty "do" that became common in Middle English.

The practice of deleting the object of the causing of indefinite (as in the OE examples) was continued into ME.

Traugott believes that this deletion rule was the ultimate source of periphrastic "do." If "I did saddle a horse" could represent "I did someone saddle a horse," the causative nature of the verb "to do" is open to reinterpretation, specifically when such forms as "I wanted to do it" (in which the subject of the complement and of the main verb are the same) are coexistent with causative form.

According to Traugott, the affirmative or emphatic "do" arose from this (apparently) equivalent situation. By late ME, use of "to do" with postverbal object signified causative, preverbal object signified affirmative or emphatic.

"I did them pay" is usually interpreted as "I caused them to be paid"; while "I caused them to be paid" is interpreted as "I saw them."[3]

I. French Influence

The possible origin of periphrastic "do" from "faire" is mentioned curtly with a nce in Kellner (p. 221), and refuted y in Visser (p. 1496). The French verb " was normally used in the manner of causative "do." Periphrastic use of the o was uncommon, and its acceptability stionable. It is unlikely that it might have fluenced English. Visser concludes that the ses in which "faire" is used in a eriphrastic way suggest borrowing from English into French rather than the other way around.

II. From Causative "Do"

As in Modern English, OE had a verb "to do" meaning "to perform;" this is the main verb "to do." Traugott traces the periphrastic verb from this main verb. The OE causative

1 Quoted in Visser, p. 1346
2 Quoted in Traugott, p. 14
3 Traugott, p. 140

Justified Columns

You might print your article in justified columns — flush left and flush right margins. To make it easy, redefine Normal style as justified. Then, when you type, Word automatically justifies the text. You can also define styles for your other article formats. If you want to use these formats for all the documents you produce with Word, click the Set Default button in the Define Styles dialog box. Then, every time you start Word, your article styles will be there. (Pages 327, 341)

Draw with Tables

A table doesn't have to have columns of numbers. Be creative with the Insert Table command and you can create charts like this. Insert a one-column table and use the table scale on the ruler to offset each row. Then, add borders to the cells. Tables and borders are handy for drawing rectangles whether they contain text, numbers, or graphics. (Pages 9, 141)

Footnotes

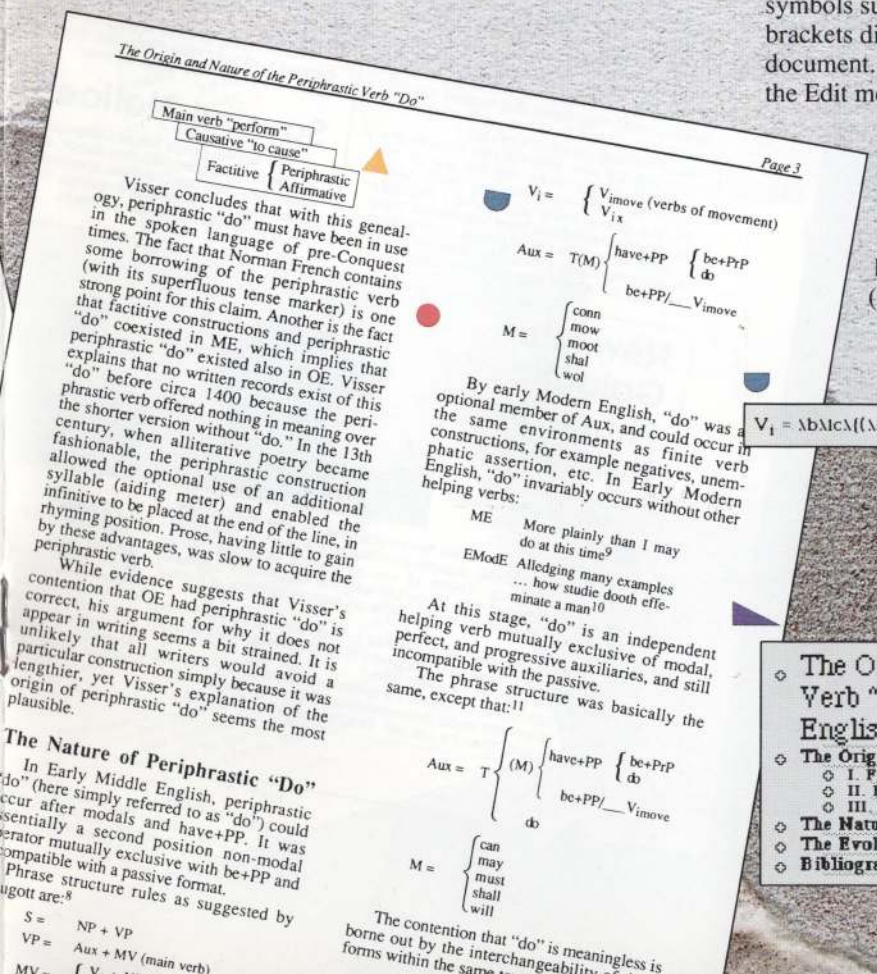
When you choose the Footnote command, Word inserts footnote reference marks in your text and numbers them automatically. Notice that footnote 1 has two reference marks. To do this, type the second number and format it as superscript (Command-Shift-+). To print footnotes at the bottom of each page, choose Bottom of Page from the Footnotes portion of the Document dialog box. (Page 63)

Formulas

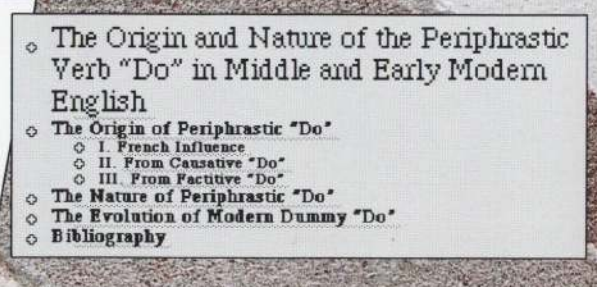
When the rest of your article is laser printed, a hand-drawn formula detracts from its appearance. With a few commands, you can include symbols such as these multi-line brackets directly in your document. Choose Show ¶ from the Edit menu so that you can see the formula codes as you type. Then, when you want to see how the final, printed formula will look, choose Hide ¶. (Page 98)

Outlining

If your professor wants you to submit an outline for approval, you can create it in Word as the framework for your document. You organize your headings in outline view, which is just another view of your document. To write your paper, switch to galley view and fill in the details under the headings. Later, if you need to reorganize, switch back to outline view and move the headings. The subtext in your document moves too. (Page 227)


The Origin and Nature of the Periphrastic Verb "Do"
Page 3
Main verb "perform"
Causative "to cause"
Factitive { Periphrastic / Affirmative
Visser concludes that with this geneal-
ogy, periphrastic "do" must have been in use
in the spoken language of pre-Conquest
times. The fact that Norman French contains
some borrowing of the periphrastic verb
(with its superfluous tense marker) is one
strong point for this claim. Another is the fact
that factitive constructions and periphrastic
"do" coexisted in ME, which implies that
periphrastic "do" existed also in OE. Visser
explains that no written records exist of this
"do" before circa 1400 because the peri-
phrastic verb offered nothing in meaning over
the shorter version without "do." In the 13th
century, when alliterative poetry became
fashionable, the periphrastic construction
allowed the optional use of an additional
syllable (aiding meter) and enabled the
infinitive to be placed at the end of the line, in
rhyming position. Prose, having little to gain
by these advantages, was slow to acquire the
periphrastic verb.
While evidence suggests that Visser's
contention that OE had periphrastic "do" is
correct, his argument for why it does not
appear in writing seems a bit strained. It is
unlikely that all writers would avoid a
particular construction simply because it was
lengthier, yet Visser's explanation of the
origin of periphrastic "do" seems the most
plausible.
The Nature of Periphrastic "Do"
In Early Middle English, periphrastic
"do" (here simply referred to as "do") could
occur after modals and have+PP. It was
essentially a second position non-modal
operator mutually exclusive with be+PP and
incompatible with a passive format.
Phrase structure rules as suggested by
Pilgott are:8
S = NP + VP
VP = Aux + MV (main verb)
V_i = { V_{imove} (verbs of movement), V_{ix}
Aux = T(M) { have+PP { be+PrP / do ; be+PP/___ V_{imove}
M = { conn, mow, moot, shal, wol
By early Modern English, "do" was a
optional member of Aux, and could occur in
the same environments as finite verb
constructions, for example negatives, unem-
phatic assertion, etc. In Early Modern
English, "do" invariably occurs without other
helping verbs:
ME More plainly than I may
do at this time9
EModE Alledging many examples
... how studie dooth effe-
minate a man10
At this stage, "do" is an independent
helping verb mutually exclusive of modal,
perfect, and progressive auxiliaries, and still
incompatible with the passive.
The phrase structure was basically the
same, except that:11
Aux = T { (M) { have+PP { be+PrP / do ; be+PP/___ V_{imove} ; do
M = { can, may, must, shall, will
The contention that "do" is meaningless is
borne out by the interchangeability
forms within the same

$V_i = \lb\lc\{(\a\al(V_{imove}\ (verbs\ of\ movement),\ V_{ix}))¶$


The Origin and Nature of the Periphrastic Verb "Do" in Middle and Early Modern English
The Origin of Periphrastic "Do"
I. French Influence
II. From Causative "Do"
III. From Factitive "Do"
The Nature of Periphrastic "Do"
The Evolution of Modern Dummy "Do"
Bibliography

Edit a Newsletter

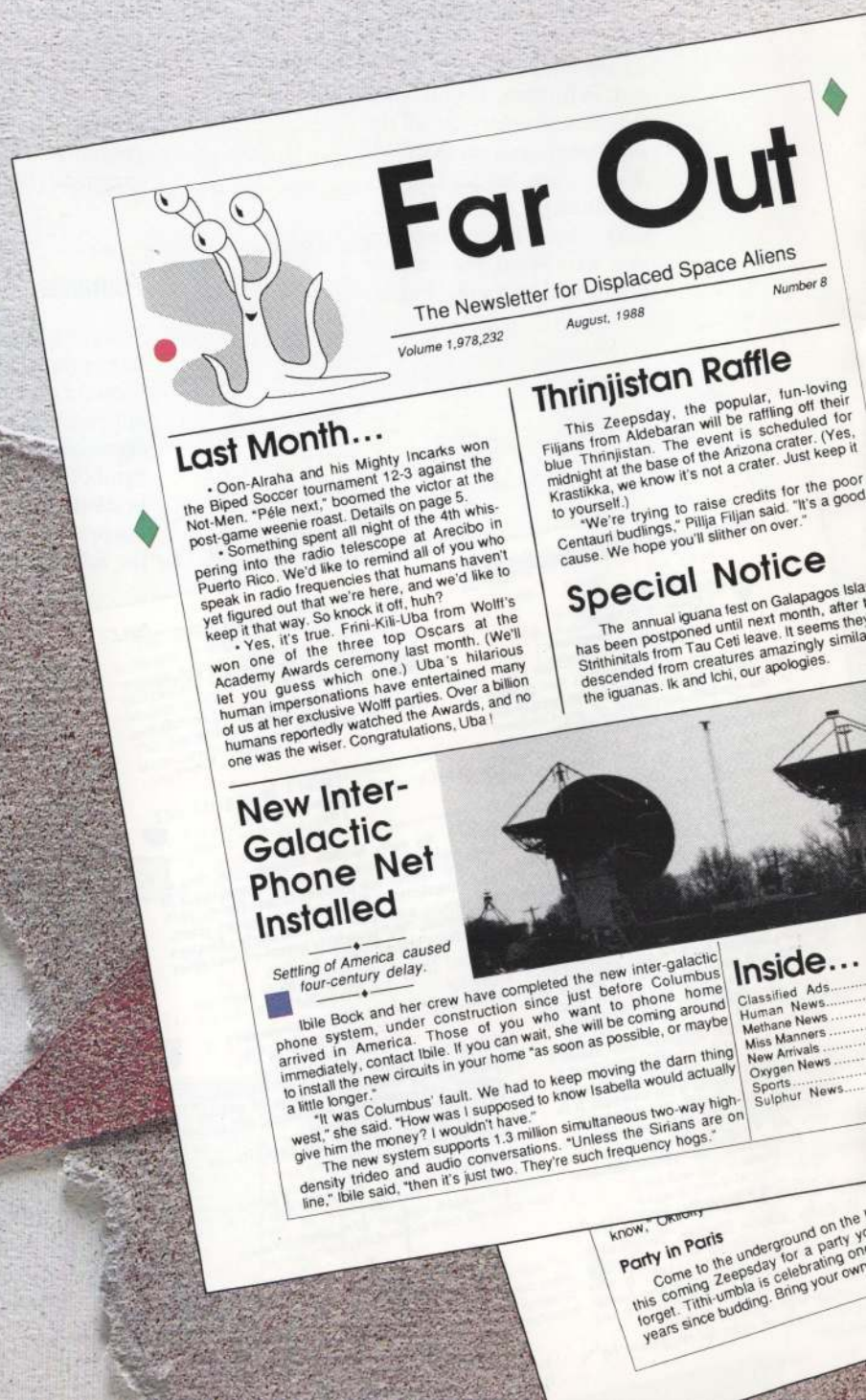
You didn't exactly volunteer, but you do remember raising your eyebrows with interest when the club president pleaded for a new newsletter editor. You walk out of the meeting with your new mission: to revamp the tired, old newsletter and give the members something more exciting.

At the library, you thumb through stacks of slick, professional newsletters. Great formats, but you doubt that the freebie word processor you got with your computer can duplicate those layouts.

At home you no sooner turn on your Macintosh than suddenly the alarm sounds on your power-surge protector. Quick, shut down! But wait, your screen sparkles. What's this? A mysterious newsletter appears on your screen. It's similar to the ones you saw at the library, but it's almost supernatural. You can't believe it. You see multiple columns of text side by side. You see graphics interspersed with text.

You're not sure what happened when the power surged, but you know that you need the word processor that created this far out newsletter.

Microsoft Word — if it's advanced enough for space aliens, think about what it can do for you.



Far Out

The Newsletter for Displaced Space Aliens

Volume 1,978,232 August, 1988 Number 8

Last Month...

• Oon-Alraha and his Mighty Incarks won the Biped Soccer tournament 12-3 against the Not-Men. "Péle next," boomed the victor at the post-game weenie roast. Details on page 5.

• Something spent all night of the 4th whispering into the radio telescope at Arecibo in Puerto Rico. We'd like to remind all of you who speak in radio frequencies that humans haven't yet figured out that we're here, and we'd like to keep it that way. So knock it off, huh?

• Yes, it's true. Frini-Kili-Uba from Wolff's won one of the three top Oscars at the Academy Awards ceremony last month. (We'll let you guess which one.) Uba's hilarious human impersonations have entertained many of us at her exclusive Wolff parties. Over a billion humans reportedly watched the Awards, and no one was the wiser. Congratulations, Uba!

Thrinjistan Raffle

This Zeepsday, the popular, fun-loving Filjans from Aldebaran will be raffling off their blue Thrinjistan. The event is scheduled for midnight at the base of the Arizona crater. (Yes, Krastikka, we know it's not a crater. Just keep it to yourself.)

"We're trying to raise credits for the poor Centauri budlings," Pillja Filjan said. "It's a good cause. We hope you'll slither on over."

Special Notice

The annual iguana fest on Galapagos Isla has been postponed until next month, after t Strithinitals from Tau Ceti leave. It seems they descended from creatures amazingly simila the iguanas. Ik and Ichi, our apologies.

New Inter-Galactic Phone Net Installed

Settling of America caused four-century delay.

Ibile Bock and her crew have completed the new inter-galactic phone system, under construction since just before Columbus arrived in America. Those of you who want to phone home immediately, contact Ibile. If you can wait, she will be coming around to install the new circuits in your home "as soon as possible, or maybe a little longer."

"It was Columbus' fault. We had to keep moving the darn thing west," she said. "How was I supposed to know Isabella would actually give him the money? I wouldn't have."

The new system supports 1.3 million simultaneous two-way high-density trideo and audio conversations. "Unless the Sirians are on line," Ibile said, "then it's just two. They're such frequency hogs."

Inside...

Classified Ads.....
Human News.....
Methane News.....
Miss Manners.....
New Arrivals.....
Oxygen News.....
Sports.....
Sulphur News.....

know," Oktiony

Party in Paris

Come to the underground on the this coming Zeepsday for a party yo forget. Tithi-umbla is celebrating one years since budding. Bring your own

Here's How

Special Fonts

Be creative with the fonts you add to your Word system. The special effects here are created with em dashes (Shift-Option--(hyphen)) and, using the Symbol font, Option-R. We also added these to the footer to dress up the page number on page 2. (Page 61)

Mastheads and Logos

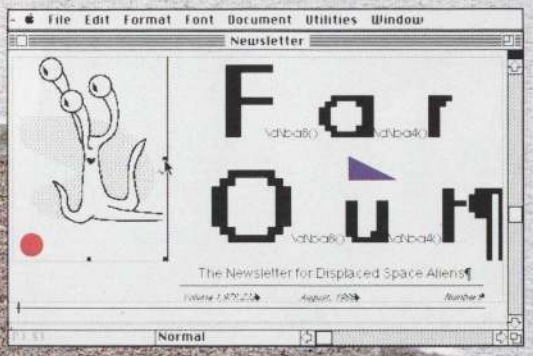
Use the Insert Graphics command to insert an empty graphics frame where you want your newsletter masthead or logo. You can resize and reposition the frame until the frame is the way you want it. Then, after creating the logo in a graphics program such as SuperPaint, paste it into the graphics frame in your Word document. (Pages 114, 138)

Full-Page Borders

Give every page borders automatically by creating the borders in the header. First, choose the Document command and type a negative number for your top margin. Then, open the header window. Press Return and select both paragraphs in the header. In the Paragraph dialog box, type a number for Line Spacing that equals half the distance between the top and bottom borders. If you want to place a 10-inch box on the page, type 5 inches in the Line Spacing box. To add space between the text and the borders, type negative numbers for the Left and Right indents. Click the Borders button and add your borders. Use print preview to see whether the borders are where you want them. (Page 5)

Multiple Layouts Per Page

Newsletters look great designed in multiple, newspaper-style columns. This page has several multiple-column layouts: a one-column layout for the banner heading, "Far Out," a two-column layout in the middle, and a one-column layout at the bottom. For each layout, you create a new section on the page by pressing Command-Enter. Then, choose the Section command and select the number of columns you want. The "Inside..." box is positioned at the bottom of the page using the Position command. (Pages 235, 317)



Character Placement

When you use large fonts, you might want to change the position of characters. In Word, it's easy to use the displace formula to position characters precisely when you want more or less space than the Expanded or Condensed Character options allow. Press Command-Option-\ to produce the formula character .\ , followed by the displace command (d) and its options (ba to move the letter backwards and 12 for the number of points). (Page 98)

Produce a Price List

You've been using a spreadsheet program to create the price lists and other tabular information that are part of your company's promotional packet. It's always been easier to update information in rows and columns in the spreadsheet than to fiddle with the tab stops in your word processor. Occasionally, you add numbers together or multiply prices by a percentage increase. But you really don't need the financial analysis power of the spreadsheet.

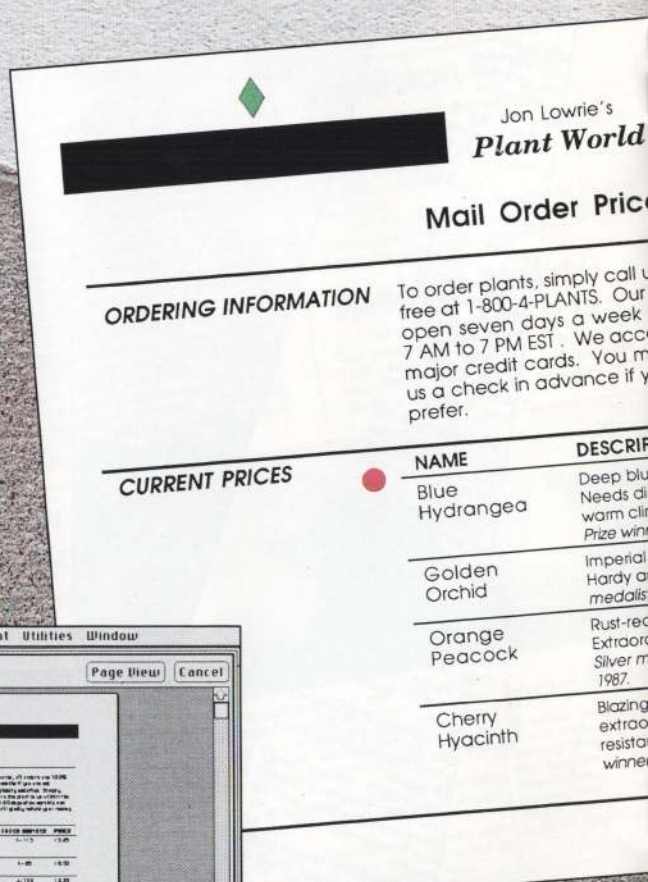
Now you notice that your price lists look shabby next to the advertising department's "how to" gardening brochures. You're certain it's time for a change.

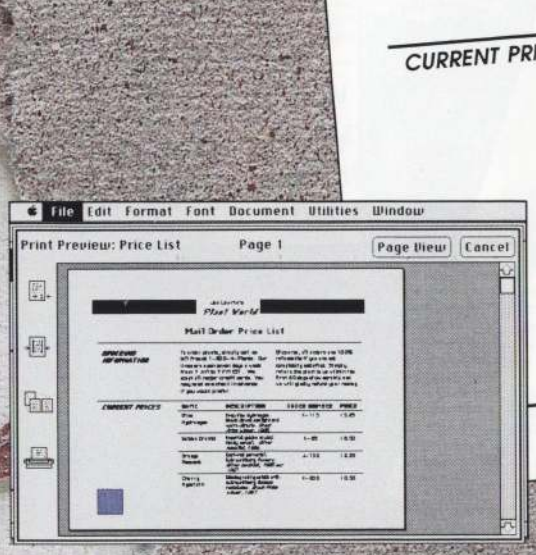
Transplant your price lists to Microsoft Word. You don't have to quit your word processor to create and edit text in multiple columns. With Word, you can design a table with as many rows and columns as you need. As you type, text wraps within each cell. If you add a new product, insert a new row into your table. If you add drawings of each plant, insert a new column. And, within the rows and columns, you have all Word's powerful formatting capabilities. If prices change, Word's Calculate command can take care of simple calculations, too.

Here's How

Landscape Printing

You can print wide formats horizontally across the length of the page. Choose the Page Setup command and click the horizontal orientation icon. To make sure everything is arranged properly on the page, choose Print Preview. Word displays the preview sideways. Click the page icon to see a bigger view of one page at a time. (Pages 255,297)





Easy Tables

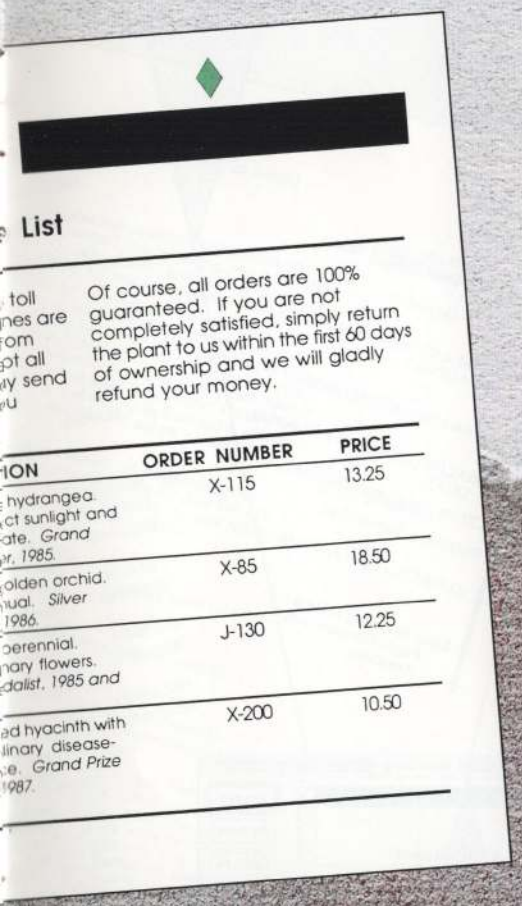
You can organize information like this in no time by creating a table. You define how many rows and columns you need with the Insert Table command. Then, you simply type the information or paste graphics into the cells of the table. To see row and column boundaries, turn on the Show Table Gridlines option in the Preferences dialog box. (Pages 141, 288)

Flexible Formatting

You format the text inside cells the same way you format any text in Word. For example, to center the order numbers under their title, select the column and click the centered icon on the ruler. (The zero mark on the ruler is at the left boundary of the selected column.) By choosing the Cells command and then clicking the Borders button, you can add borders above, below, and on both sides of selected cells. (Pages 12, 362)

Easy Graphic Sizing

Insert a simple graphic such as these wide black bars into your Word document. Create the graphic in your favorite graphics program; then paste it into Word. If the graphic isn't the right size, select it and press Shift as you drag one of the black handles on its frame. Your graphic will be sized accordingly in Word. If you pasted the graphic into a table but sized it larger than the current row height, it's no problem: Word adjusts the height of the entire row. (Page 114)



List

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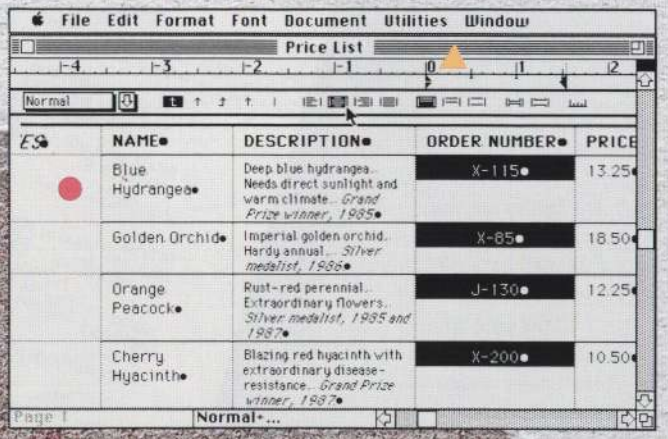
Of course, all orders are 100% guaranteed. If you are not completely satisfied, simply return the plant to us within the first 60 days of ownership and we will gladly refund your money.

ION	ORDER NUMBER	PRICE
hydrangea. ct sunlight and ate. *Grand* r, 1985.	X-115	13.25
olden orchid. ual. *Silver* 1986.	X-85	18.50
erennial. nary flowers. dalist, 1985 and	J-130	12.25
ed hyacinth with linary disease- e. *Grand Prize* 1987.	X-200	10.50



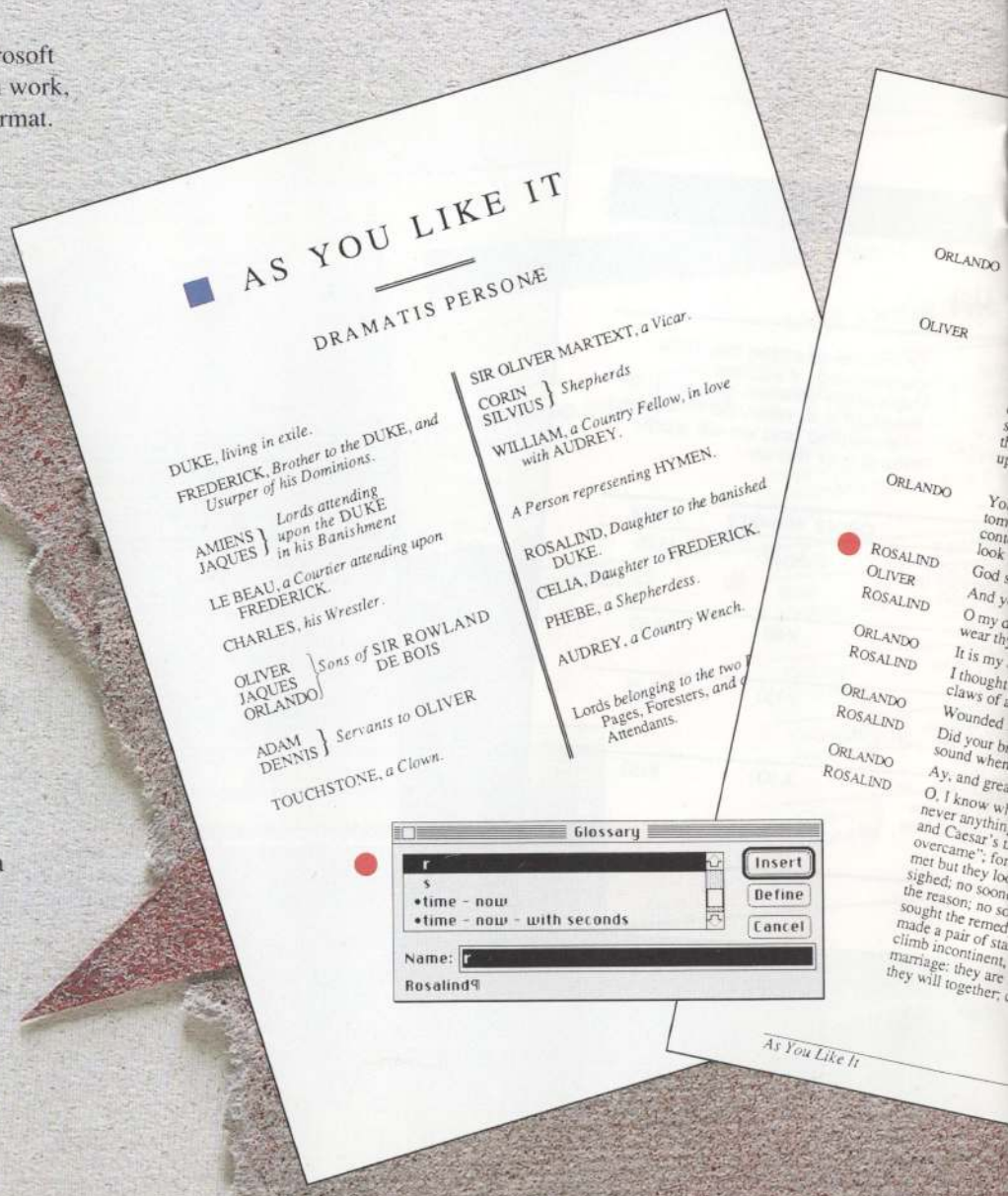
Format a Script

It's a comedy. It's a tragedy. The playhouse received scripts from the drama guild with one of the final scenes missing. Here it is two weeks before opening night. No one noticed the missing pages until now? Didn't anyone read through the entire script? You can't dwell on it. You need a solution fast. Ordering new scripts is out of the question: there's no time. Making copies from your Shakespeare anthology won't work: it's too hard to read. You'll have to improvise.

You create the missing portion of the script in Microsoft Word: it's easy to read and takes little time. As you work, you think of ways to improve and expand on the format.

You add a title page and table of contents, just for fun. You could have easily formatted the whole script with Word.

Whether you're producing a play for community theater or trying to sell your first script, Word is a welcome addition to your stage crew. It can't turn you into Shakespeare overnight, but your lines will sure look good.



Here's How

Title Page

You can set the scene with an impressive title page or cover sheet that doesn't have a header, footer, or page number. Create your title page by centering the titles and adding interesting borders or graphics. If necessary, choose the Repaginate Now command to make sure your text doesn't extend beyond one page. After the last line of the title page, press Command-Enter to insert a section mark. Position the insertion point above the section mark, choose the Section command, and turn on First Page Special. (Page 317)

Save Typing Time

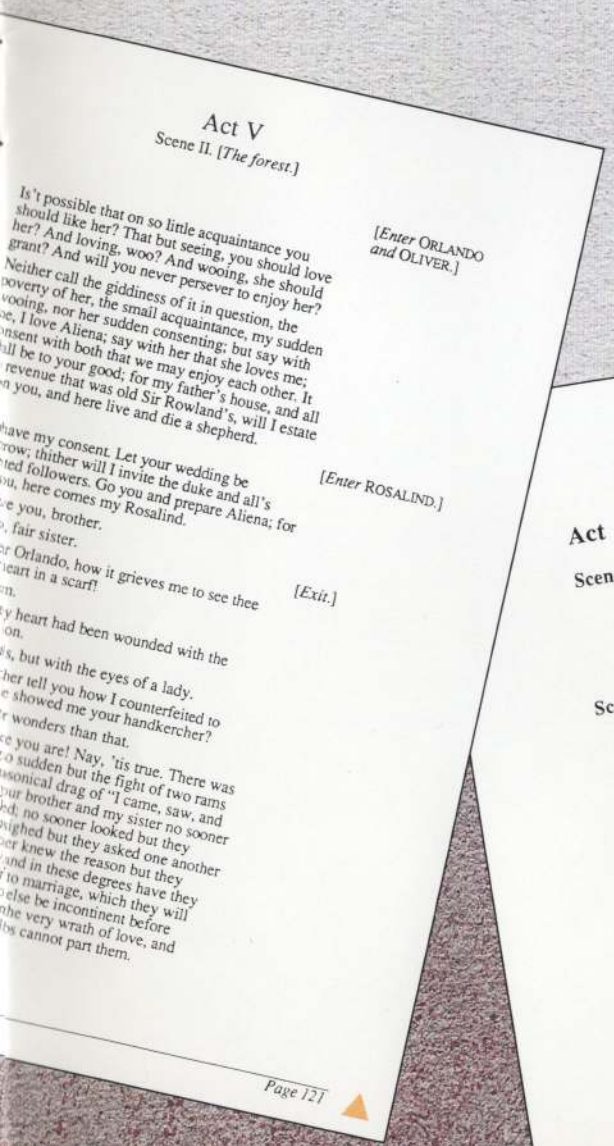
Use Word's Glossary command to save typing time. Instead of typing each character's entire name every time it appears, we created a glossary entry for each name. Assign each glossary entry a short name; for example, "r" for ROSALIND. Then, whenever you need to insert ROSALIND, press Command-Backspace and type *r*. Glossaries save even more time when you have long paragraphs that are repeated throughout your document. (Page 108)

Printing Sequential Files

When you're working on a document composed of many files, you can link all of them before printing and Word will number pages sequentially for all the files. Open the first file in the series (Act I, for example). In the Document dialog box, type the starting page number in the Number Pages From box. Then, click the Next File button and select Act II. Open Act II and type *0* in the Number Pages From box. Click Next File and select Act III. Repeat these steps for the rest of the files. Then, open the first file and choose the Print command. Word prints all the files in the series and sequentially numbers the pages in your document. (Page 168)

Table of Contents

You can create a table of contents that contains more than just the headings in your document. Here, we included the names of the characters in each scene as an aid for the director in scheduling rehearsals. To create a table of contents, select the text you want for each entry. Then, choose the Insert TOC Entry command. Word encloses the text with table of contents codes formatted as hidden text. When you're ready to compile your table of contents, choose the Table of Contents command and select the .C. Paragraphs option. Word creates the table of contents and inserts it at the beginning of your document. You can then format it however you want. (Page 355)



Act V

Scene II. [*The forest.*]

Is't possible that on so little acquaintance you should like her? That but seeing, you should love her? And loving, woo? And wooing, she should grant? And will you never persever to enjoy her? Neither call the giddiness of it in question, the poverty of her, the small acquaintance, my sudden wooing, nor her sudden consenting; but say with her that she loves me; consent with both that we may enjoy each other. It shall be to your good; for my father's house, and all revenue that was old Sir Rowland's, will I estate on you, and here live and die a shepherd.

[*Enter* ORLANDO *and* OLIVER.]

have my consent. Let your wedding be row; thither will I invite the duke and all's ted followers. Go you and prepare Aliena; for ou, here comes my Rosalind.

[*Enter* ROSALIND.]

e you, brother.

, fair sister.

r Orlando, how it grieves me to see thee eart in a scarf!

[*Exit.*]

n.

y heart had been wounded with the on.

s, but with the eyes of a lady.

her tell you how I counterfeited to e showed me your handkercher?

r wonders than that.

e you are! Nay, 'tis true. There was o sudden but the fight of two rams sonical drag of "I came, saw, and ur brother and my sister no sooner d; no sooner looked but they ighed but they asked one another er knew the reason but they and in these degrees have they to marriage, which they will else be incontinent before he very wrath of love, and os cannot part them.

Page 121

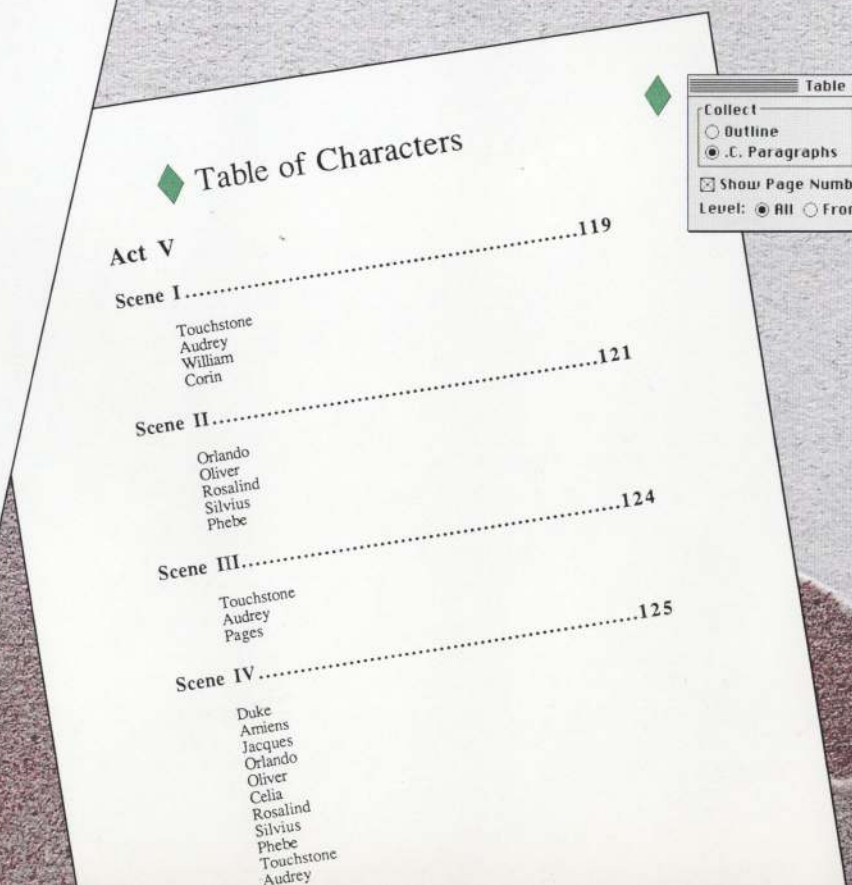


Table of Characters

Act V 119

Scene I 121

Touchstone
Audrey
William
Corin

Scene II 124

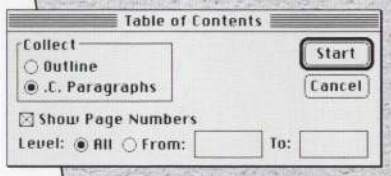
Orlando
Oliver
Rosalind
Silvius
Phebe

Scene III 125

Touchstone
Audrey
Pages

Scene IV

Duke
Amiens
Jacques
Orlando
Oliver
Celia
Rosalind
Silvius
Phebe
Touchstone
Audrey



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